

Microsoft Office

Norwich	Days	Oct	Nov	Dec	Jan	Price
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Microsoft Excel

Introduction	1	10 / 25	5 / 21	3 / 18	3 / 17 / 28	£175
Intermediate	1	11 / 26	6 / 22	4 / 19	4 / 18 / 29	£175
Advanced - Level 1	1	15	15	10	21	£175
Advanced - Level 2	1	16	16	11	22	£175
Visual Basic	2	*	*	*	*	£495

Microsoft Word

Introduction	1	*	7	*	3	£175
Intermediate	1	*	8	*	4	£175
Advanced - Level 1	1	2	*	3	*	£175
Advanced - Level 2	1	3	*	4	*	£175

Microsoft Access

Introduction	2	*	8-9	*	7-8	£350
Intermediate	1	8	*	12	*	£175
Advanced	1	18	*	13	*	£175
Visual Basic	2	*	*	*	*	£495

Microsoft Outlook

Introduction	1	30	*	*	9	£175
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Microsoft PowerPoint

Introduction	1	*	26	*	9	£175
Advanced	1	29	*	17		£175

Microsoft Project

Introduction	1	4-5	19-20	18-19	15-16	£395
Advanced	1	*	*	*	*	£250

Microsoft Publisher

Introduction	1	*	*	13	*	£175
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Microsoft Visio

Introduction	1	19	*	*	31	£250
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Bury St Edmunds

	Days	Oct	Nov	Dec	Jan	Price
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Microsoft Excel

Introduction	1	8	*	*	*	£175
Intermediate	1	9	*	*	*	£175
Advanced - Level 1	1	*	*	*	*	£175
Advanced - Level 2	1	*	*	*	*	£175

Kings's Lynn

	Days	Oct	Nov	Dec	Jan	Price
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Microsoft Excel

Introduction	1	15	*	*	24	£175
Intermediate	1	16	*	*	25	£175
Advanced - Level 1	1	*	12	*	*	£175
Advanced - Level 2	1	*	13	*	*	£175

Web Design

Norwich	Days	Oct	Nov	Dec	Jan	Price
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Creating Video Content for the Web

Introduction	2	*	*	*	*	£600
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Wordpress

Introduction	1	*	2	*	11	£250
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Technical & Programming

Norwich	Days	Oct	Nov	Dec	Jan	Price
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C# .Net Programming

Introduction	3	*	*	*	*	£1,050
Developing Windows Applications	3	*	*	*	*	£1,050

Exchange Server

Installing and Managing	3	*	*	*	*	£1,050
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PowerShell

Administration and Scripting	3	*	*	*	*	£1,050
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SQL Server

Install & Admin		*	12-14	*	*	£1,050
Programming and Development	3	*	*	*	14-16	£1,050

SharePoint

Installation and Administration	3	15-17	*	*	*	£1,050
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Window Server

Configuring, Managing and Maintaining	3	*	*	10-12	*	£1,050
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Adobe Creative Suite

Norwich	Days	Oct	Nov	Dec	Jan	Price
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Adobe Creative Cloud Essentials

Introduction	2	*	22-23	*	*	£495
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Adobe Creative Design Techniques

Introduction	1	*	*	*	*	£265
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Illustrator

Introduction	2	10-11	*	*	21-22	£495
Advanced	1	*	*	*	*	£265

InDesign

Introduction	2	*	19-20	*	23-24	£495
Advanced	1	12	*	*	25	£265

Photoshop

Introduction	2	8-9	*	*	*	£495
Advanced	1	*	21	*	*	£265

Social Media, SEO & PPC

Norwich	Days	Oct	Nov	Dec	Jan	Price
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SEO & PCC

Google Adwords	1	31	*	*	*	£300
Google Analytics	1	*	*	*	*	£300
Search Engine Optimisation	2	17-18	*	*	*	£600

Social Media

Beginners Guide to Social Media	1	*	*	*	*	£300
Advanced Guide to Social Media	1	8	*	*	*	£300
Social Media Strategy & Blogging	1/2	29 (am)	*	*	*	£150
Twitter for Business	1/2	29 (pm)	*	*	*	£150
Facebook for Business	1/2	*	9 (am)	*	*	£150
LinkedIn for Business	1/2	*	9 (pm)	*	*	£150
Pinterest & Instagram for Business	1/2	*	20 (am)	*	*	£150
Creative Content Workshop	1/2	*	20 (pm)	*	*	£150

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Management Training & Personal Development
Norwich
Drive - Director & Senior Management Development (8 half day sessions)

January 2019 (am)	23, 31 January, 7, 14, 28 February, 7, 14 and 21 March (Thursday mornings)	£2,250
ILM Level 5 Award in Management (Additional Fee)		£200

Forefront - Team Leader Development (6 half day sessions)

November 2018 (am)	2, 9, 16, 23, 30 November and 7 December (Friday mornings)	£1,495
February 2019 (am)	1, 8, 15 February, 1, 8 and 15 March (Friday mornings)	£1,495
March 2019 (am)	26 February, 5, 12, 26 March, 2 and 9 April (Tuesday mornings)	£1,495
ILM Level 3 Award in First Line Management (Additional Fee)		£200

Presence - Communication & Influencing Skills (6 half day sessions)

Please call us for dates	£1,395
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Bury St Edmunds
Forefront - Team Leader Development (1 full day and 4 half day sessions)

Please call us for dates	£1,495	
ILM Level 3 Award in First Line Management (Additional Fee)		£200

Project Management

Norwich	Days	Oct	Nov	Dec	Jan	Price
Introduction to Project Management	1	9	*	4	*	£250

Agile PM

Foundation	2	*	*	17-18	*	£799
Foundation & Practitioner	4	*	*	17-20	*	£1,299

APM

Project Fundamentals	2	*	1-2	*	28-29	£695
Project Management	5	*	*	3-7	*	£1,495

PRINCE2 ®

Foundation	3	*	12-14	*	14-16	£795
Foundation & Practitioner	5	*	12-16	*	14-18	£1,250
Practitioner Upgrade	2	*	15-16	*	17-18	£695

MSP

Foundation	3	29-31	*	*	*	£1,095
Foundation & Practitioner	5	29 October - 2 November		*	*	£1,895

Cambridge

Days	Oct	Nov	Dec	Jan	Price	
Foundation	3	*	19-23	*	*	£795
Foundation & Practitioner	5	*	19-21	*	*	£1,250

PRINCE2 ®

Foundation	3	*	19-23	*	*	£795
Foundation & Practitioner	5	*	19-21	*	*	£1,250

Chelmsford

Days	Oct	Nov	Dec	Jan	Price	
Foundation	3	*	*	*	*	£795
Foundation & Practitioner	5	29 Oct - 2 Nov		*	*	£1,250

PRINCE2 ®

Days	Oct	Nov	Dec	Jan	Price	
Foundation	3	*	26-28	*	*	£795
Foundation & Practitioner	5	*	26-30	*	*	£1,250

For other Project Management venues and dates please visit our website

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Business & Personal Development
Norwich

	Days	Oct	Nov	Dec	Jan	Price
Business Skills						
Assertiveness	1	1	*	*	18	£250
Bids & Tender Writing	1	*	*	*	*	£250
Business Writing Skills	1	1	*	7	*	£250
Communication Skills	1	30	*	4	*	£250
Conducting Effective Meetings	1	*	29	*	*	£250
Influencing Skills	1	*	19	*	*	£250
Minute Taking	1	*	5	*	14	£250
NLP Introduction	1	*	*	18	*	£250
NLP Level 1	1	29	*	*	*	£250
PA / Executive Assistant	1	10	*	*	*	£250
Presentation Skills	1	15	*	12	*	£250
Report Writing	1	3	*	*	30	£250
Time Management	1	8	*	*	8	£250
Train the Trainer	1	*	*	6	22	£250
Writing for the Web	1	*	1	*	*	£250

Finance

Credit Control	1	*	*	*	*	£250
Finance for Non-Financial Managers	1	*	*	11	*	£250

HR

Appraisal	1	*	*	*	*	£250
Conflict Resolution	1	29	*	*	16	£250
HR Essentials for Line Managers	1	25	*	*	*	£250
Managing Stress and Workplace Pressue	1	*	7	*	*	£250
Recruitment & Selection	1	*	1	*	*	£250

Sales & Customer Service

Customer Care	1	*	14	*	24	£250
Dealing with Difficult People	1	31	*	*	11	£250
Handling Customer Complaints	1	30	*	*	*	£250
Negotiating Skills	1	*	*	17	*	£250

Team Performance

Effective Team Leadership and Motivation	1	*	12	*	23	£250
Motivating Your Team with Lawful Performance Management	1	*	*	*	*	£275

Bury St Edmunds
Days

	Days	Oct	Nov	Dec	Jan	Price
Business Skills						
Communication Skills	1	*	*	*	*	£250
Presentation Skills	1	*	*	*	*	£250
Time Management	1	*	*	*	*	£250
Sales & Customer Service						
Customer Care	1	*	*	*	*	£250
Train the Trainer	1	*	*	*	*	£250
Team Performance						
Effective Team Leadership and Motivation	1	*	*	*	*	£250
Managing Your Team: Performance and Employment Law	1	*	*	*	*	£275

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Health & Safety

Norwich	Days	Oct	Nov	Dec	Jan	Price
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IOSH

Working Safely	1	16	15	13	17	£170
Managing Safely	3	10-12	12-14	10-12	14-16	£545
Leading Safely	6 hours	*	*	*	18	£295

NEBOSH

Award in Health and Safety at Work	3	*	*	5-7	*	£595
National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 5, 6, 7, 8 and 9 November, Revision: 3 December (am), Exam: 5 December (9.30am) GC2: 19, 20, 21, 22 and 23 November, Revision: 3 December (pm), Exam: 5 December (2pm)				£1,495
Fire Certificate - Units: FC1 & FC3	5 + exams	FC1: 26, 27, 28, 29 and 30 November, Exam: 5 December (2 pm)				£850
Environmental Certificate - Units: EC1 & EC2	5 + exams	EC1: 25, 26, 27, 28 February and 1 March, Exam: 6 March (9.30am)				£850
Construction - Units: NCC1 & NCC2	10 + exams	Week 1: 22, 23, 24, 25 and 26 October Week 2: 12, 13, 14, 15 and 16 November. Exam: 17 October (2pm)				£1,495

Bury St Edmunds	Days	Oct	Nov	Dec	Jan	Price
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IOSH

Managing Safely	4	*	6-8	*	*	£545
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King's Lynn	Days	Oct	Nov	Dec	Jan	Price
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IOSH

Managing Safely	4	30 Oct - 1 Nov		*	*	£545
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NEBOSH

National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	*	*	*	*	£1,495
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First Aid

Norwich	Days	Oct	Nov	Dec	Jan	Price
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Quasafe Awards

Level 3 Award in Emergency First Aid at Work (RQF)	1	*	*	*	*	£95
Level 3 Award in First Aid at Work (RQF)	3	*	*	*	*	£295

Bury St Edmunds	Days	Oct	Nov	Dec	Jan	Price
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Quasafe Awards

Level 3 Award in Emergency First Aid at Work (RQF)	1	10	*	*	*	£95
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Food Safety

Norwich	Days	Oct	Nov	Dec	Jan	Price
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Highfield Qualifications

Level 2 Award in Food Safety in Catering (RQF)	1	*	*	*	*	£95
Level 2 Award in Food Safety in Manufacturing (RQF)	1	*	*	*	8	£95
Level 3 Award in Food Safety in Catering (RQF)	3	*	21-23	*	*	£395
Level 3 Award in Food Safety in Manufacturing (RQF)	3	*	*	*	21-23	£395

Bury St Edmunds	Days	Oct	Nov	Dec	Jan	Price
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Highfield Qualifications

Level 3 Award in Food Safety in Manufacturing (RQF)	3	23-25	*	*	*	£395
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HACCP

Norwich	Days	Oct	Nov	Dec	Jan	Price
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Highfield Qualifications

Level 2 Award in HACCP for Catering (RQF)	1	*	*	*	*	£195
Level 2 Award in HACCP for Food Manufacturing (RQF)	1	31	*	*	9	£195
Level 3 Award in HACCP for Catering (RQF)	2	*	*	*	*	£395
Level 3 Award in HACCP for Food Manufacturing (RQF)	2	3-4	*	*	30-31	£395

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